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PROCEDURE  
for  
THE PREPARATION AND FLOW OF DOCUMENTS  
IN CONNECTION WITH THE CONSTRUCTION  
of  
Milk Drying Plants  
in  
Region II  
Milwaukee, Wisconsin  
by  
District Engineer's Office  
District III  
Indianapolis, Indiana

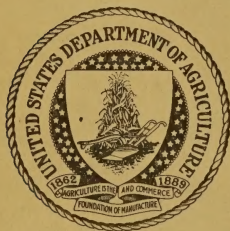
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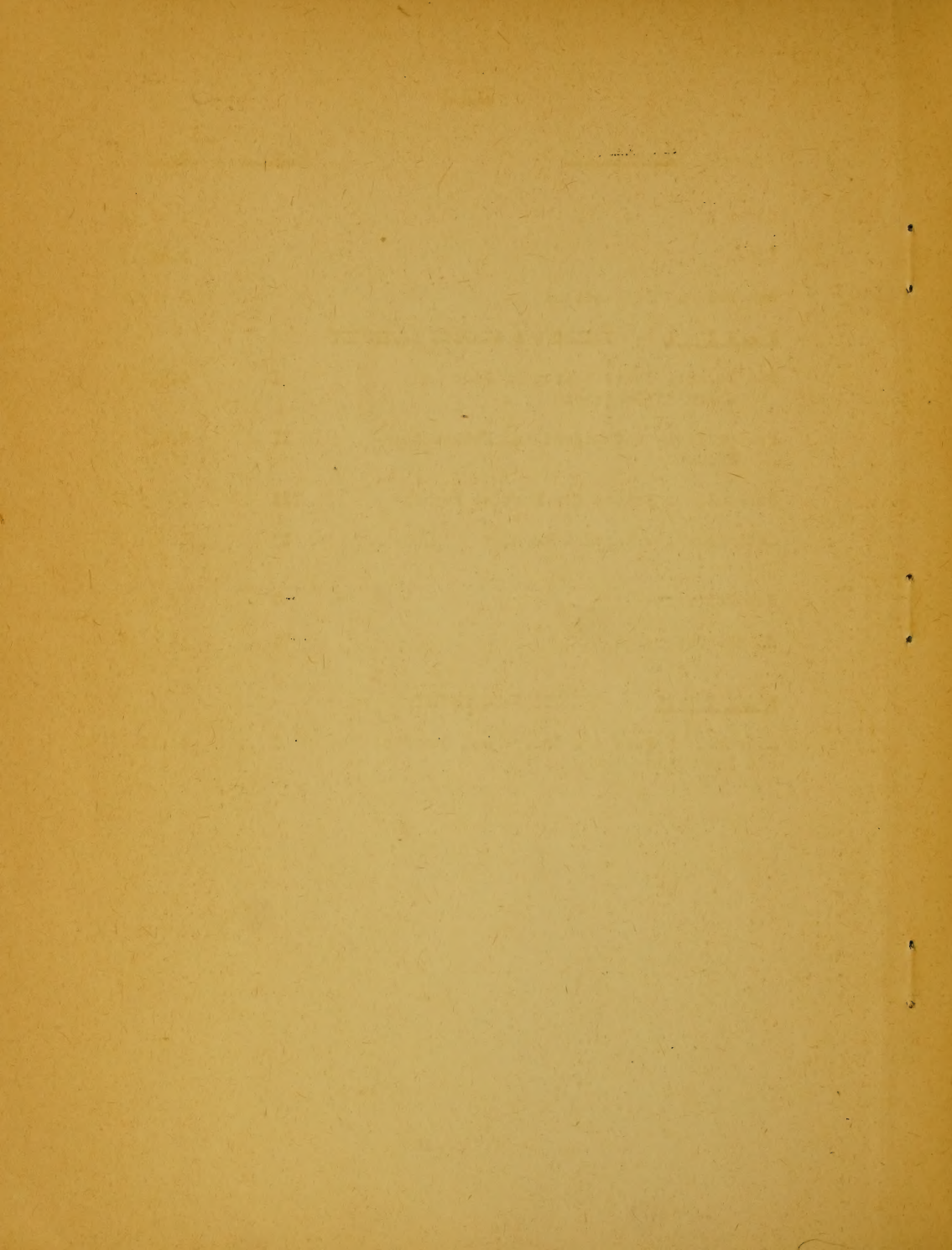
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GENERAL

Until further notice the following procedure, which shall be closely adhered to in order to avoid confusion and delay, is established as a guide to all parties concerned in the preparation and routing of documents.

DEFINITIONS

"Regional Director" where referred to herein shall mean the Regional Director of Region II, Farm Security Administration, located in the Milwaukee County Courthouse, Milwaukee, Wisconsin.

"Regional Attorney" where referred to herein shall mean representative of the Solicitor's Office, 528 Federal Building, Milwaukee, Wisconsin.

"Cooperative" where referred to herein shall mean the Cooperative being a party to a contract with the United States Government for the construction of Milk Drying Plants.

The "District Engineer" where referred to herein shall mean the District Engineer of the Farm Security Administration located at 429 North Pennsylvania Street, Indianapolis, Indiana.

"Engineer Inspector" where referred to herein shall mean the on-site representative of the District Engineer.

SECRET

TO : [illegible]  
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PART I -- BUILDING & SERVICE EQUIPMENT

SECTION I

BID DOCKET, SOLICITATION OF BIDS AND  
AWARD OF CONTRACT

- I Upon completion and approval in writing by Cooperative and the District Engineer of Plans and Specifications, the Architect will prepare bid dockets in cooperation with the District Engineer.
- II Architect will submit one (1) copy of completed bid docket to the Cooperative and two (2) copies to the District Engineer for approval.
- III District Engineer will transmit one (1) approved copy to the Regional Director for submission to the Regional Attorney for legal sufficiency.
- IV Regional Attorney, having received Cooperative's approval and District Engineer's approval will, if approved by himself, advise the Regional Director accordingly.
- V Regional Director will notify the District Engineer and Architect of Regional Attorney's approval.
- VI Architect will, upon receipt of approval of bid docket, proceed to solicit bids. Architect will notify the Regional Director, Cooperative, and the District Engineer in writing of date and time set for opening of bids. Bids shall be opened at office

THE HISTORY OF THE

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THE UNITED STATES OF AMERICA  
FROM 1776 TO 1876

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THE HISTORY OF THE  
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FROM 1776 TO 1876



VI continued

of the Cooperative in the presence of representatives of Cooperative, Regional Director and the District Engineer.

VII Architect will prepare abstract of bids and transmit copies of same, with all bids to the District Engineer, together with a statement of the Cooperatives choice of successful bidder.

VIII The District Engineer will notify the Regional Director of his approval, or statement of his reasons for disapproval. The Regional Director will notify Cooperative if District Engineer disapproves Cooperative's selection of bidder.

IX The Regional Director will notify Cooperative and Architect of District Engineer's approval, and authorize Cooperative to notify successful bidder, by registered mail return receipt requested (in the following form), of award of contract:

(To successful bidder)

(Date)

The tabulation of bids received           (date)           in compliance with our invitations for bids for construction work at (insert name of place) indicates that you are the successful bidder in the amount of           (insert amount)          .

Award is hereby made to you for the performance of this work in accordance with the terms of your proposal and specification           (insert specification number)          .

Formal contract documents will be sent you for execution in the near future.

You are advised that although this letter constitutes an award, any commitments made by you as a result thereof should be

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IX continued

contingent upon your receiving the fully executed contract and notice to proceed.

Sincerely yours,

(To be signed by an official of the  
Cooperative)

X Copy of the above letter shall be mailed to the Regional  
Director and District Engineer.





PART I - BUILDING & SERVICE EQUIPMENT

SECTION II

PREPARATION OF CONTRACT AND NOTICE TO PROCEED

I PREPARATION OF CONTRACT

- (a) Architect will proceed to obtain from Contractor, performance bond, payment bond, insurance certificates, etc., as required by the contract, and will prepare the final contracts and transmit seven (7) copies of same to the Regional Director, Region II.
- (b) The Regional Director will send one (1) copy of completed contract, including bonds, insurance certificates, etc., to the Regional Attorney for approval.
- (c) Upon receipt of Regional Attorney's approval Regional Director will send three (3) copies of contract to Contractor for signature. Upon return of signed copies from the Contractor, Regional Director will send the three (3) copies to the Cooperative for signature. Upon return of the three (3) copies from the Cooperative, Regional Director will submit same to the Regional Attorney for final approval prior to Regional Director's approval.
- (d) Of the three (3) signed copies of contract, one (1) should be transmitted to the Cooperative, one (1) to the Contractor, and one (1) retained in the Mails & Files Section, Region II. The four (4) remaining copies of the bid docket should be conformed and two (2) sent to the District Engineer, one (1) for District Engineer's files and one (1)

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DEPARTMENT OF CHEMISTRY

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for Engineer Inspector), one (1) for the Architect,  
and one (1) for Regional Office use.

## II NOTICE TO PROCEED

- (a) Immediately upon final approval of contract by Regional Attorney and the Regional Director, the Regional Director shall notify the Cooperative to issue Notice to Proceed to Contractor, by registered mail return receipt requested, (in the following form):

- (b) (To Contractor) (Date)

Enclosed is your copy, finally executed, of the contract providing that you shall construct (brief description of work) at (location).

Notice is hereby given to proceed with the work covered by the contract dated \_\_\_\_\_ with the (name of cooperative). The work shall be completed within (no. of days) calendar days from the date of the receipt of notice to proceed.

Mr. (name will be furnished to the Cooperative by the District Engineer) has been designated as the Government Inspector and he may be reached at the project.

Sincerely yours,

(To be signed by the President of  
the Cooperative)

Registered Mail  
Return Receipt Requested

Copies to:  
Regional Director  
District Engineer

- (c) This procedure is very important, as the contract allows the Contractor a definite number of calendar days from date of receipt of Notice to Proceed in which to complete

1. The first part of the paper is devoted to the study of the properties of the function  $f(x)$  defined by the equation

$$f(x) = \int_0^x \frac{1}{1+t^2} dt$$

It is well known that the function  $f(x)$  is increasing and concave down on the interval  $(-\infty, \infty)$ .

2. The second part of the paper is devoted to the study of the properties of the function  $g(x)$  defined by the equation

$$g(x) = \int_0^x \frac{1}{1+t^2} dt$$

It is well known that the function  $g(x)$  is increasing and concave down on the interval  $(-\infty, \infty)$ .

3. The third part of the paper is devoted to the study of the properties of the function  $h(x)$  defined by the equation

$$h(x) = \int_0^x \frac{1}{1+t^2} dt$$

It is well known that the function  $h(x)$  is increasing and concave down on the interval  $(-\infty, \infty)$ .

4. The fourth part of the paper is devoted to the study of the properties of the function  $i(x)$  defined by the equation

$$i(x) = \int_0^x \frac{1}{1+t^2} dt$$

It is well known that the function  $i(x)$  is increasing and concave down on the interval  $(-\infty, \infty)$ .

5. The fifth part of the paper is devoted to the study of the properties of the function  $j(x)$  defined by the equation

$$j(x) = \int_0^x \frac{1}{1+t^2} dt$$

It is well known that the function  $j(x)$  is increasing and concave down on the interval  $(-\infty, \infty)$ .

6. The sixth part of the paper is devoted to the study of the properties of the function  $k(x)$  defined by the equation

$$k(x) = \int_0^x \frac{1}{1+t^2} dt$$

It is well known that the function  $k(x)$  is increasing and concave down on the interval  $(-\infty, \infty)$ .

7. The seventh part of the paper is devoted to the study of the properties of the function  $l(x)$  defined by the equation

$$l(x) = \int_0^x \frac{1}{1+t^2} dt$$

It is well known that the function  $l(x)$  is increasing and concave down on the interval  $(-\infty, \infty)$ .

8. The eighth part of the paper is devoted to the study of the properties of the function  $m(x)$  defined by the equation

$$m(x) = \int_0^x \frac{1}{1+t^2} dt$$

It is well known that the function  $m(x)$  is increasing and concave down on the interval  $(-\infty, \infty)$ .

9. The ninth part of the paper is devoted to the study of the properties of the function  $n(x)$  defined by the equation

$$n(x) = \int_0^x \frac{1}{1+t^2} dt$$

It is well known that the function  $n(x)$  is increasing and concave down on the interval  $(-\infty, \infty)$ .

10. The tenth part of the paper is devoted to the study of the properties of the function  $o(x)$  defined by the equation

$$o(x) = \int_0^x \frac{1}{1+t^2} dt$$

It is well known that the function  $o(x)$  is increasing and concave down on the interval  $(-\infty, \infty)$ .

11. The eleventh part of the paper is devoted to the study of the properties of the function  $p(x)$  defined by the equation

$$p(x) = \int_0^x \frac{1}{1+t^2} dt$$

It is well known that the function  $p(x)$  is increasing and concave down on the interval  $(-\infty, \infty)$ .

12. The twelfth part of the paper is devoted to the study of the properties of the function  $q(x)$  defined by the equation

$$q(x) = \int_0^x \frac{1}{1+t^2} dt$$

It is well known that the function  $q(x)$  is increasing and concave down on the interval  $(-\infty, \infty)$ .



II (c) continued

the work and will therefore be the determining factor in computing assessment of liquidated damages in the event the Contractor fails to complete the work as required by the contract.





PART I - BUILDING & SERVICE EQUIPMENT

SECTION III

SCHEDULE OF PRICES FOR PARTIAL PAYMENT

- I Immediately after award of contract the Engineer Inspector shall obtain from the Contractor original and five (5) copies of Schedule of Prices for Partial Payment and check same for accuracy and compliance with these instructions. This schedule shall show quantities and unit prices, including cost of material, labor, overhead and profit, for each item of work to be performed, and the total cost shall equal the contract price.

Note: Overhead and profit must be included in each individual item and cannot be added as percentage of cost to foot of estimate.

- II After Schedule of Prices for Partial Payment has been checked and signed by Engineer Inspector he will forward original and four (4) copies to the District Engineer's Office, retaining one (1) copy for his files.

- III After approval by the District Engineer he will transmit one (1) copy to the Regional Director, one (1) copy to the Cooperative, one (1) copy to the Contractor, one (1) copy to the Engineer Inspector for his use in preparing estimates for partial payment, and retain one (1) copy.

THE UNIVERSITY OF CHICAGO

CHICAGO, ILL.

DECEMBER 10, 1911

My dear Mr. [Name]

I have just received your letter of the 8th inst.

and am glad to hear that you are interested in the

subject of the [Topic]

of the [Topic]

of the [Topic]

of the [Topic]

I am sure that you will find the [Topic]

of the [Topic]

of the [Topic]

of the [Topic]

I am sure that you will find the [Topic]

of the [Topic]

of the [Topic]

of the [Topic]

Yours very truly,

[Signature]

[Name]

[Address]

[City]

[State]

[Country]

[Post Office]

[Zip Code]

PART I - BUILDING & SERVICE EQUIPMENT

SECTION IV

ESTIMATES FOR PARTIAL PAYMENT

- I The Engineer Inspector shall prepare at the end of each calendar month original and five (5) copies of an estimate for partial payment on prescribed forms.
- II Engineer Inspector will immediately submit original and five (5) copies of estimates to the Contractor for signature, etc. Contractor will then prepare original and five (5) copies of invoice, in the amount claimed, with proper certification shown thereon.
- III Engineer Inspector will immediately add his certification to the original and all copies of estimate and then present them to the Cooperative for approval and signature of an official of the Cooperative on original and all copies.
- IV Engineer Inspector will then mail original and five (5) copies of estimate, and original and five (5) copies of invoice to the District Engineer's Office. District Engineer's Office will prepare for the Cooperative original and six (6) copies of Invoice from Cooperative (on plain paper) for making claim from F.D.A. (in amount of estimate).
- V After approval by the District Engineer, he will transmit original and two (2) copies of Estimate, Contractor's Invoice, and original and five (5) copies of invoice from Cooperative,





V continued

properly signed, to the Regional Director, one (1) copy of estimate and Contractor's invoice to the Contractor, one (1) copy of estimate and Contractor's invoice to the Engineer Inspector, and retains one (1) copy of estimate, Contractor's invoice and Cooperative's invoice.

VI IMPORTANT

It is imperative that the Engineer Inspector give his undivided attention to expediting the preparation and routing of Estimates as outlined in Articles 1 to 5 above in order that the Contractor will receive payment at the earliest possible date. It is anticipated that the Engineer Inspector mail Estimates to the District Engineer's Office on or before the 3rd day of the month following period covered by the Estimate.





PART I - BUILDING & SERVICE EQUIPMENT

SECTION V

SUB-CONTRACTS

- I Contractor shall submit to the Engineer Inspector five (5) signed copies of all sub-contracts.
- II Contractor shall, in accordance with contract requirements, cause appropriate provisions to be inserted in all sub-contracts, relative to the work, to bind sub-contractors to the contract by the terms of the general conditions and other contract documents, insofar as applicable to the work of the sub-contractors, (particularly without limitations, as provided in contract) and to give the Contractor the same power as regards terminating any sub-contractor that the Cooperative may exercise over the Contractor under the provisions of the contract documents.
- III Engineer Inspector shall review all sub-contracts for completeness, application and inclusion of above provisions, after which he will transmit all copies, with his approval noted thereon, to the District Engineer. The District Engineer will, after approval, transmit one (1) copy to the Regional Director, one (1) copy to the Cooperative, one (1) copy to the Contractor, one (1) copy to the Engineer Inspector, and retain one (1) copy.

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## PART I - BUILDING & SERVICE EQUIPMENT

### SECTION VI

#### CHANGE ORDERS

- I In the event that a change from the original plans and specifications is necessary the Architect shall first obtain the approval of the change and estimated cost, in writing, from the Cooperative and the District Engineer. Upon receipt of such approval the Architect will prepare change order, itemizing the cost of labor and materials including overhead and profit, for preparing the various items of work. The Architect will transmit original and five (5) signed copies of change order, with signed copies of the Cooperatives and District Engineer's approval attached, to Engineer Inspector who will check same and then have Contractor and the President of the Cooperative affix their signatures to all copies of change order.
- II Engineer Inspector will transmit original and four (4) copies of change order, with signed copies of Cooperatives and District Engineer's approval attached to each, to Indianapolis for approval of the District Engineer. Fifth copy to be retained by Engineer Inspector in his files.
- III The District Engineer, after final approval of the change order, will transmit one (1) fully executed copy, properly certified, to the Regional Director, one (1) to the Contractor, one (1) to the Cooperative, one (1) to the Engineer Inspector, and retain one (1) copy.





IV Approved change order can now be added to the succeeding estimates for partial payments and payments made on same as the work is performed.





## PART II - OPERATING EQUIPMENT

### SECTION I

#### APPROVAL OF PURCHASE ORDERS AND CONTRACTS

#### AND INSPECTION

- I Cooperative shall submit to the District Engineer for examination four (4) completed copies of all proposed contracts, on Form FSA II 242, Contract of Sale, or Form FSA II 243, Contract of Installation, prior to award, including tabulation of bids received (if competitive bids not solicited, give reason) and reason for placing contract or purchase order with vendor selected, for the purchase on a not-installed basis, purchase and erection or installation, or for erection or installation only, of all operating equipment to be purchased.
- II (a) The District Engineer will examine same and if approved will send two (2) copies to the Regional Director for Regional Attorney's approval for legal sufficiency. Upon the Regional Attorney's approval, the Regional Director will send one (1) approved copy to the Cooperative for preparation of formal contract or purchase order, exactly as approved by the District Engineer and Regional Attorney.
- (b) If for reasons the District Engineer cannot approve proposed contract or purchase order he will notify the Cooperative of his reasons for disapproval.
- Upon concurrence by the Cooperative with the District Engineer's recommendations, the Cooperative will resubmit four (4) corrected copies to the District Engineer and the procedure as outlined in Paragraph (a) above will be

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II (b) continued

followed.

III Upon issuance of formal contract or purchase order the Cooperative will send two (2) copies to the District Engineer, one (1) for the District Engineer's files and one (1) for the Engineer Inspector, and two (2) copies to the Regional Director, one (1) for Mails & Files Section and one (1) for the Regional Attorney.

- IV (a) The Engineer Inspector shall thoroughly inspect all equipment when delivered, and when erected or installed, for compliance with requirements of contract or purchase order. Inspection shall be made immediately upon receipt of notice of arrival of such material or equipment, and in the event of shortages, breakages, damage, etc., shall notify the Cooperative immediately in writing, with copy to the District Engineer's Office, detailing in full names of parts damaged, extent of damage, etc. The Bill of Lading shall be noted accordingly.
- (b) Engineer Inspector's receiving and inspection report must be prepared immediately, on prescribed forms, after arrival and inspection of such material and equipment and shall list completely all parts and items of equipment specified to be furnished in contract or purchase order, giving where available, all serial numbers, type numbers, etc., or in the case of tanks where no serial number, etc., is available, give description, size, capacity, etc., for

Figure 6

Figure 7

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IV (b) continued

for use of the District Engineer's Office in the preparation of Invoice of Claim to Food Distribution Administration (A.M.A.), and Bill or Bills of Sale from Vendor to the Cooperative. Engineer Inspector shall send one (1) copy of report to Cooperative and two (2) copies to the District Engineer.

- V (a) Engineer Inspector will obtain original and three (3) copies of Vendor's Invoice from the Cooperative and submit to the District Engineer's Office with his report.
- (b) District Engineer's Office will prepare an original and six (6) copies of Invoice of Claim to the F.D.A. (in prescribed form) and an original and one (1) copy of Bill or Bills of Sale (from Vendor to Cooperative) on prepared forms.

After certification of Invoice for Claim by the District Engineer he will send original and two (2) copies, together with one (1) copy of Engineer Inspector's report, original and one (1) copy of Bill or Bills of Sale, and original and two (2) copies of Vendor's Invoice to the Regional Director.

Approved by Mr. Harry S. Muir on April 21, 1943.

Approved by Mr. Frank W. Openlander on April 21, 1943.

Approved by a Representative of the Solicitor's office on April 21, 1943.

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